

## **GEOPHYSICS DIVISION BYLAWS**

Established by Council on October 30, 1971

### **ARTICLE I**

#### ***Organization, Name, and Purpose***

1. This division of The Geological Society of America, Inc., is organized in accordance with Article IX, *Divisions of the Society*, of the bylaws of that Society and is governed by the provisions of that article.
2. *Name.* The name of the division is the Geophysics Division of The Geological Society of America, Inc.
3. *Definition.* In the usage of this division, geophysics is concerned with the physical aspects of the Earth and its processes, including the application of measurements, methods, and principles of physics to the solution of geological problems.
4. *Purpose.* The purpose of the division is to bring together scientists interested in geophysics to facilitate the presentation and discussion of their problems and ideas, to stimulate communication among geophysicists and other earth scientists, to promote research and the publication of results on geophysical studies, and to advise and assist the officers and committees of the Society in matters pertaining to geophysics.

### **ARTICLE II**

#### ***Membership***

1. Any Member, Fellow, Honorary Fellow, Student Associate or Teacher Associate of the Geological Society of America who is in good standing may affiliate with the Geophysics Division. To effect such affiliation, an applicant shall express his/her desire in writing to the executive director of the Society. All affiliates, except Student or Teacher Associates, may vote and hold office in the division. Student or Teacher Associates may serve on committees as conferees.

### ARTICLE III

#### *Finances*

1. The Society shall be financially responsible for normal expenses of the division. All other financial obligations or commitments of the division must have prior approval of the Council.
2. The division may collect annual dues or special assessments from affiliates when recommended by its management board and approved by a majority vote of the voting affiliates.
3. The division may solicit and accept contributions of funds to be used and expended under the supervision of the management board and subject to Council approval.

### ARTICLE IV

#### *Officers and Management Board*

1. *Officers.* The officers of the division shall be a chair, a vice-chair, a secretary-treasurer, and the past chair. The chair and vice-chair shall each be elected for terms of two years and shall not be eligible for re-election to their respective offices until three years have elapsed after the expiration of their terms of office. The secretary-treasurer shall serve for a term of two years and shall be eligible for re-election without limitation. The chair becomes past chair for a two-year term following service as chair. The terms of office shall begin immediately following the annual business meeting at which the results of the election are announced.
2. *Management Board.* The management board shall consist of the chair, vice-chair, secretary-treasurer, and past chair.
3. *Election of Officers.* The nominating committee of the division shall nominate candidates every two years for chair, vice-chair and secretary-treasurer. Subject to approval by the management board, these nominations shall become the regular ticket, and will be printed in the winter issue of the division newsletter. Under ordinary circumstances, the vice-chair will be nominated for chair.

A nomination for any of these positions may be submitted by any four voting affiliates of the division in good standing, who shall verify that their nominee is qualified and willing to serve. Such nominations will be accepted by the secretary-treasurer and submitted for the approval of the management board if the signed petition is received no later than **June 1**, for incorporation into the summer issue of the division newsletter.

If no candidates are nominated other than those nominated by the nominating committee, the secretary-treasurer will declare the candidates elected by affirmation. Other candidates nominated by petition, upon approval by the management board, will be added to the regular ticket. The approved nominees will be submitted by the secretary-treasurer

to the executive director of the Society who shall have a ballot prepared for distribution to the voting affiliates.

The election of officers shall be in accordance with the election procedures of the Society and shall be under the supervision of the Society. All provisions governing the election of officers of the Society which are applicable to the division shall govern the election of officers of the division.

## **ARTICLE V** ***Committees***

1. *Program Committee.* A program committee consisting of two or more voting affiliates of the division shall be appointed by the management board. The committee will be appointed by the chair after the annual business meeting. The chair of the committee shall be the first vice-chair of the division.

The program committee shall plan and arrange for the technical sessions of the division at the annual meeting and such other programs as may be directed by the management board.

2. *Nominating Committee.* A nominating committee consisting of three voting affiliates of the division who are not members of the management board shall be appointed by the chair following the annual meeting. The chair of the committee will be the retiring past chair.

The nominating committee shall nominate candidates every two years for chair, vice-chair and secretary-treasurer.

3. *George P. Woollard Award Committee.* The George P. Woollard Award will be considered annually in accordance with the bylaws of the Society. The award will be made for outstanding contributions to geology through the application of the principles and techniques of geophysics.
  - a. *Selection Committee.* The selection committee shall consist of a chair and two other voting affiliates of the division who are not members of the management board. The chair of the committee shall be appointed by the chair of the division, with the approval of the management board. The members of the selection committee will serve for two years, with staggered terms. One new member will be named each year by the chair of the division immediately after the GSA annual meeting. Vacancies in the committee will be filled by appointment by the chair of the division.
  - b. *Frequency of the Award.* Normally, a single award will be made annually, but in any particular year may be withheld if the management board decides that no suitable candidate has been nominated.

- c. *Requirements to Qualify.* The award will be made to an individual who has contributed in an outstanding manner to geology through the application of the principles and techniques of geophysics.
- d. *The Award.* The award will consist of an appropriate certificate which will be recommended by the management board of the division and approved by the Council. If the award is to be shared in any one year, each recipient will receive a certificate. The award will be presented at the business meeting of the division during the GSA annual meeting. Normally, the recipient will be introduced by the chair of the selection committee. A person acquainted with the recipient's work will present a citation reviewing the contributions of the award recipient. The citationist will introduce the recipient to the chair of the division who will present the award.
- e. *Selection Procedures.* Nominations for the award will be made in accordance with the following procedures:

(1) The secretary of the division shall, at the earliest convenience, but **no later than December 5**, mail to each member of the selection committee and to any other member of the division requesting such material, the names and addresses of the committee members, a copy of the selection procedures, a list of past award recipients, instructions for submitting names, and notification of the **February 1** deadline for receipt of nominations by the chair of the selection committee.

In addition, the secretary shall invite nominations from members of the division and the Society by placing an announcement in the newsletter of the Geophysics Division. The announcement shall include the Requirements to Qualify statement, the **February 1** deadline date for receipt of nominations, the name and address of the selection committee chair who shall receive the nominations, and a request for the following information for each candidate: a) name, office or title, and affiliation; b) date and place of birth, education, degrees, honors and awards; c) major events in his/her professional career; and d) summary of scientific contributions to geology through the principles and techniques of geophysics.

(2) The chair of the selection committee will distribute a consolidated list of candidates, together with supporting materials, to committee members shortly after the **February 1** deadline. Each member, including the chair, will select from among the list of candidates a first, second, and third choice for the award. These selections will be rated by three for first choice, two for second, and one for third, with the results of this ballot being used to reduce the number of candidates to those who have received a minimum of two points. This reduced list will then comprise the ballot for the committee's final selection of candidates on the basis of the maximum number of points in a manner as described above.

Ranked according to the results of the final ballot, the committee chair will present the names of the top three candidates, along with the required documentation, to the chair of the Geophysics Division who will forward the information to all members of

the management board for a final vote following the three, two, one rating specified above. This procedure shall be completed by about **April 1**.

The division chair shall then submit the name and address of the top-ranking candidate to the executive director of the Society who will place the request for ratification on the agenda for consideration by the Council at its spring meeting. The name of the nominee will be supplemented with a paragraph describing the contributions that are being recognized in the award. Following the Council meeting, the president will inform the recipient of the award. The division chair will be notified of the ratification at the same time.

4. *Other Committees.* Other committee chairs may be appointed by the chair with the approval of the management board. Appointment of committee members will be the responsibility of the committee chair.
5. *Responsibility.* Reports, recommendations, or other actions by appointed committees, other than the nominating committee, shall be subject to the approval of the management board. After such approval, the secretary-treasurer of the division shall report appropriately to the executive director of the Society if the attention or action of the Council is required. Appointed committees shall present annual reports which shall be summarized in the annual report of the management board.
6. *Tenure.* Committee appointments shall expire at the close of the next annual meeting of the division, unless otherwise specified. Vacancies on committees may be filled by interim appointment at any time by the committee chair. Committee members may be reappointed for up to three consecutive terms.
7. *Student or Teacher Associates.* Student or Teacher Associates may be appointed as conferees to any committee.

## **ARTICLE VI** *Duties of Officers*

1. *Management Board.* The property and affairs of the division shall be managed by the management board. At the annual business meeting, the management board shall submit a report of the preceding year's activities of the division which shall include the reports of the chair and secretary-treasurer and the reports of the various committees. Before **February 15** of the following year, this report shall be submitted by the secretary-treasurer of the division to the executive director of the Society.
2. *Chair.* The chair shall preside at meetings of the division and the management board. The chair shall submit a report to the management board of the activities of the division during his/her term of office and on future plans.
3. *Vice-Chair.* The vice-chair shall assume the powers and duties of the chair in the event of the absence or disability of the chair. The vice-chair shall be chair of the program

committee for the annual meeting and will appoint representatives to organize technical sessions for section meetings. The vice-chair will coordinate the work of the section representatives.

The vice-chair will assist the editor in preparing a newsletter which shall be distributed to affiliates of the division. The newsletter shall report events and developments relevant to division interests.

4. *Secretary-Treasurer.* The secretary-treasurer shall keep records of the proceedings of the division and shall act as secretary of the management board. He/she shall maintain liaison with GSA headquarters and shall serve, *ex officio*, as a member of all committees. He/she shall account to the Council of the Society for all funds advanced by the Society.

The secretary-treasurer shall notify the officers and the members of the committees of their election or appointment and shall arrange for issuance of notices of all division and management board meetings and of election results.

The secretary-treasurer shall collect and disburse all funds of the division and shall keep records of all receipts and disbursements and other financial transactions of the division.

5. *Division Representatives.* Division representatives will contact their section officers to promote the organization of appropriate symposia and to encourage the submission of papers relating to geophysics for annual section meetings.

## ARTICLE VII

### *Meetings*

1. *Annual Business Meeting.* The annual business meeting of the division shall be held during the annual meeting of the Society. Except when actions are governed by specific provision in the bylaws, conduct of the business of the division at the annual business meeting shall follow Robert's Rules of Order (Revised).
2. *Meetings of the Management Board.* The management board shall meet immediately prior to the annual business meeting of the division. Special meetings of the management board may be called at any time by the chair. Decisions of the management board may also be made by mail vote.

## ARTICLE VIII

### *Rules and Amendment of the Bylaws*

1. The management board of the division, by a majority vote, may adopt, rescind, or amend rules supplementing the bylaws.
2. Subject to ratification by the Council, bylaws of the division may be adopted, rescinded, or amended by majority vote of the voting affiliates of the division. A ballot vote

proposing a change of the bylaws shall be held if favored by a majority of the management board or if petitioned by ten percent of the voting affiliates of the division. Such vote shall be supervised by the Society and held in accordance with the procedures of the Society.

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Established by Council on October 30, 1971.

Bylaws amended in 1972 and on November 1 & 4, 1981, October 20, 1982, October 30, 1983, November 7, 1984, May 6, 1989, and May 17, 2001.